

PAYROLL  
PLANNING CALENDAR

MAY 2016  
Centralized Departments

COLLEGE OF  
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
4/24	4/25	4/26	4/27	4/28	4/29 4C / 2016 TIMESHEETS DUE BY 2 P.M.	4/30
1	2 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	3 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	4 HRS/JEMS FORMS FOR 5A / 2016 DUE BY 4 P.M.	5 FA, AS, LI LEAVE REPORTS FOR APRIL DUE BY 4 P.M.	6	7
8	9 HRS/JEMS FORMS FOR 6M / 2016 DUE BY 4 P.M. (INCLUDING SUMMER SESSION AND SUMMER SERVICE)	10	11	12 *** EARLY DEADLINE *** 5A / 2016 TIMESHEETS DUE BY 2 P.M.	13 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	14
15	16 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	17	18 HRS/JEMS FORMS FOR 5B / 2016 DUE BY 4 P.M.	19	20 *NON-REGULAR DEADLINE* COMMUNICATE ALL 5M / 2016 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	21
22	23	24	25	26 *** EARLY DEADLINE *** 5B / 2016 TIMESHEETS DUE BY 2 P.M.	27	28
29	30 MEMORIAL DAY L&S HR/PAYROLL OFFICE CLOSED	31 *NON-REGULAR DEADLINE* STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 12 P.M.  *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	6/1	6/2	6/3	6/4

Deliver all payroll information to: PAYROLL, South Hall Mail Room, 102 South Hall